



DDTP

COMMANDING DURING COMPETITION

**19 February
2003**

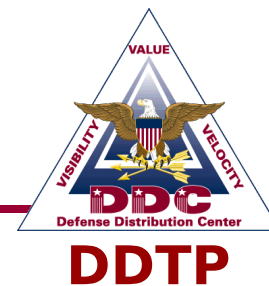
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CDR, DDTP

DSN 795-7600

**Defense Distribution Depot
Tobyhanna, PA**

09/07/16



“The key to commanding during competition is to create an environment for current and future success...setting the stage for a smooth and stress free transition.”



Creating the Environment

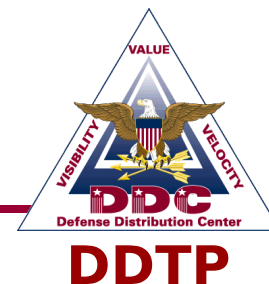


- **Personnel Awareness**
- **Communication Strategy**
- **Training**
- **Develop Teamwork**
- **Improve Worksites**
- **Achieve a Major Victory**
- **“Transition” = “People Time”**

Goal
Posture
the
Organizati
on for a
successful
Transition



Personnel Awareness

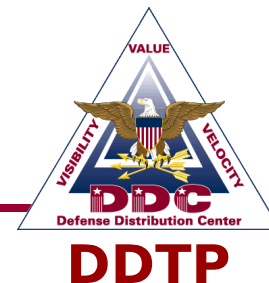


- **Potential VSIP/VERA Candidates**
- **Potential Retirement Candidates**
- **Age of Workforce**
- **Understand and Recognize Stress Levels**
 - **Emotional**
 - **Physical**
- **Recognize the Difficulty of the Process**

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Communication Strategy



- **Conduct Monthly All-Hands Meetings**
 - **Status of Major Milestones & Key Visits/Visitors**
 - **Provide Process Improvements Status**
 - **Discuss Performance Statistics and Trends**
 - **Address Rumors**
 - **Tell Employees What's at Stake**
- **Direct Emails from the Commander**
- **Union/Management Solutions**
- **Reemphasize Commander's Open Door Policy**
- **Commander's One-on-One Employee Contact**
 - **Visit them on their turf...learn from them**
 - **Talk with your employees and listen to them!**

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Training



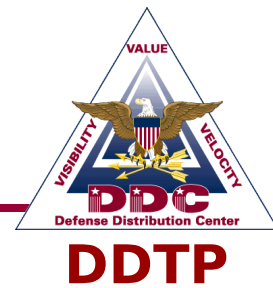
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- **Be Aggressive**
- **Conduct Change Training (Do it Early!)**
- **Develop a Cross Training Program**
 - **Volunteers**
 - **Exposure to (2-3) Core Distribution Functions**
 - **Eliminate Computer/System Fears**
- **Conduct Retirement Training**
- **Conduct Basic Admin Software Training**
 - **Excel**
 - **Microsoft Word**
 - **Power Point**
- **Do Not Sacrifice Training**





Develop Teamwork

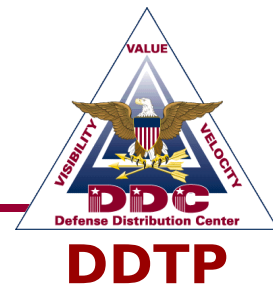


- **Employee Involvement**
- **Process Improvements**
 - **Early Employee Involvement**
 - **Involvement in All Stages**
 - **Create Ownership at the Operator Level**
- **Use Team Approach to Problem Solving**





Improve Worksites

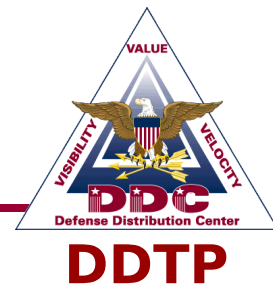


- **Eliminate Waste from the Process**
 - Stock Positioning
 - Location of Core Functions
- **Improve Workstations/Quality of Life**
 - Minor Facility Upgrades
 - Improve Individual Workstations
 - Lights and Well-Marked Warehouses
 - Break Area and Fitness Equipment
 - Material Handling Equipment
 - Automated Data Processing Equipment (ADPE)
 - Housekeeping





Achieve a Major Victory

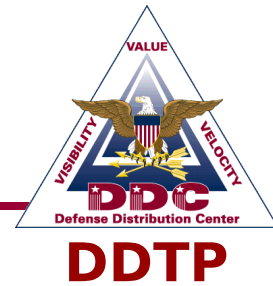


- **Identify a Major Operational Challenge**
 - **Fix It!**
 - **Overcome the Obstacles**
 - **Funding**
 - **Time**
 - **Personnel**
 - **Regulations/Directives**
 - **Facility Limitations**
- **Achieve What is Perceived to be “Impossible”**
 - **Gain Trust**
 - **Creates a Winning Climate**
 - **Anything is Possible Now**
 - **Use as a Reference Point**





“Transition” = “People Time”



- **Time to Take Care of Employees**
 - Stress Level is Very High
 - Continue Employee Training
 - Focus on Employee Concerns
- **Transition Period**
 - Complete Mandatory Requirements
 - Minimize Major Operations Changes
 - Minimize Process Improvements
 - Most Should Have Been Completed
 - Employees Helped You Achieve T

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Create the
Environment!



Transition - People - Communication - Training - Teamwork -
Victory - Worksites



ONE TEAM...ONE FOCUS